

Quality Process Instruction Manual

Tissue Purchase Order Process Instruction

1.0 Purpose:

To describe the process of procuring supplies, reagents, equipment and contracted services in accordance with defined requirements and from approved suppliers for the recovery of tissues.

2.0 Scope:

This process applies to:

- Trillium Gift of Life Network (TGLN)

3.0 Responsibilities:

- 3.1 Inventory Assistant
- 3.2 Manager – Recovery, Tissue
- 3.3 Director, Tissue
- 3.4 Vice President, Clinical Donation Services

4.0 Process:

- 4.1 Approved suppliers are selected based on the requirements outlined in Clinical Supplier Selection and Evaluation, QSP-6-1.
- 4.2 Requirements for products are defined on the Recovery Materials Qualification List.
- 4.3 When the purchase of a supply, reagent, equipment or contracted service is required, the Inventory Assistant (IA) or designate obtains a purchase order from the Finance Department.
- 4.4 The IA or designate completes the purchase order with the following information:
 - vendor name (as per the Approved Supplier List)
 - name or product number of product/service or other positive identification
 - quantity and price
 - specifications (e.g. expiry dates, requirements for certificate of analysis, other specific criteria as applicable).
 - the following clause: Where possible, the supplier of the goods or service being purchased will notify TGLN of changes in the goods or service.
- 4.5 The IA or designate obtains the approving signature(s) prior to placing an order.

Quality Process Instruction Manual

Tissue Purchase Order Process Instruction

- 4.5.1 For orders with a product or service value less than \$5,000, the Recovery Manager – Tissue signs the purchase order.
- 4.5.2 For orders with a product value of \$5,000 - \$14,999, the Director – Tissue Program must also sign the purchase order.
- 4.5.3 For orders with a product value equal or \$15,000 - \$24,999, the VP Clinical Donation and Director, Finance must give final approval and also sign the purchase order.
- 4.5.4 For orders with a product value equal or \$15,000 - \$24,999, the CEO must give final approval and also sign the purchase order.

NOTE: Should any of the above signing authority staff be absent for a period of time that would jeopardize operations for the required items, the designated alternate for that position may sign in his/her place.

- 4.6 The IA or designate will place the order with the appropriate vendor. Two copies (white and yellow) of the purchase order will be retained with the IA or designate pending receipt of the product and one copy (pink) will be forwarded as a control copy to Procurement.
- 4.7 The IA or designate will place a photocopy of each purchase order in a binder in the receiving room.
- 4.8 In certain instances the criticality/complexity/volume of a product or service purchased may also warrant an agreement (in addition to a purchase order) to be written between TGLN and the vendor. The agreement may include additional statements regarding pricing, quality/acceptance criteria, availability, expectation, service expectation, etc.

5.0 Records:

Record Name	Form No. (if applicable)	Record Holder	Record Location	Record Retention Time (as a minimum)
Purchase Order	-----	Inventory Assistant	Receiving Room	16 years

Quality Process Instruction Manual

Tissue Purchase Order Process Instruction

6.0 References:

- Standards for Tissue Banking, American Association of Tissue Banks, United States, 14th edition. K1.300
- Clinical Supplier Selection and Evaluation Procedure, QSP-6-1
- Tissue Recovery Material Qualification Process Instruction, CPI-9-554

